

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance, while providing one single document, with appropriate attachments, for the training institutions. This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander. Soldiers reporting for training must have a signed pre-execution checklist in his/her possession. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4 to provide the completed checklist. After this time, soldiers will be returned to their unit.

NAME: _____ SSN: _____
typed or printed (last four digits only)

UNIT: _____ DOR: _____

COURSE TITLE: _____ START DATE: _____

1 st line leader initials	Soldier's initials	PART-I----- Pre-execution (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if applicable)
		All required clothing/equipment IAW school/course info packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. (as required)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card

		ID tags (1 pair), Army Value Card/Tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		Notify soldier of requirement to take APFT and be weighed, as required.
Unit POC List: CDR B: () H: () _____ 1SG: B: () H: () _____ FTM: B: () H: () _____ Unit FAX: () _____ Unit Email _____		

Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

PART II- ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Meets color vision requirements (if applicable, DA Pam 611-21)												
Physical demand rating/profile (enter PULHES per DA Pam 611-21)	P	U	L	H	E	S	P	U	L	H	E	S
Date of last physical (must be within 5 years)												
DA Form 1059 for all previous required phases for phase/course attending (if applicable)	_____ School code _____ Date of completion _____ Course completed _____ Phase completed											
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)												

PART III REQUIRED DOCUMENTS	
Security clearance (If applicable, attach as required)	
Permanent profile attendees have copy of MRB (P3,P4) results (to include DA Form 3349,or Completed DA Form 3349) see Para 3-24f (if applicable)	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Student's Signature: _____ Date: _____

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer (typed name) Rank / Branch

Signature Date: _____

Unit commanders will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The Pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4. After this time, soldiers will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident SGM Course.

The following information is required by the Fort Drum NCO academy

Soldier Information:

PMOS _____ SEX _____ ETS DATE _____ (Must have 6 Months remaining after graduation)

PROMOTABLE AS OF _____ (DATE)

1ST LINE SUPERVISOR _____ DUTY PHONE # () _____ - _____

1SG _____ DUTY PHONE # () _____ - _____

CSM _____ DUTY PHONE # () _____ - _____

UNIT SPONSOR _____ DUTY PHONE # () _____ - _____

SUPERVISOR'S INITIALS

_____ 1. The soldier has been briefed on the importance of course completion and understands that visitation by family members will not be authorized.

_____ 2. The soldier has 6 months remaining in service upon graduation of the course (IAW AR 614-200)

and has no flags/bars, medical, financial, administrative, or personal problems which could interfere with the completion of this course.

_____ 3. The soldier has sufficient funds to cover costs while attending this course (i.e. haircuts, hygiene items, dining in, etc.). Use of Travel Checks is recommended.

_____ 4. Height, Weight, and Physical Fitness Standards:

a. All soldiers attending NCOES courses are required to meet the Army's height and weight standards. Screening and testing by academy personnel is mandatory. The soldier and command are aware that failure to meet the standards of height and weight control (AR 600-9) results in the soldier being returned to their unit, and must be removed from OML for six months and also removed from the monthly, sergeant-by-name, selection list.

b. The APFT is a graduation requirement and administered within 72 hours of enrollment. Soldiers failing to meet minimum standards (FM 21-20) will be re-tested not less than seven days or more than 14 days following the initial APFT. Soldiers failing to meet minimum standards on the second attempt will be released from the course for APFT failure, and must be removed from the unit OML and monthly, sergeant-by-name, selection list. An Academic Evaluation Report (AER), DA Form 1059, stating the reason for dismissal will be forwarded to the soldier's official personnel file.

5. Limiting Profile Categories: The following restrictions and requirements apply to soldiers with limiting profiles.

a. **Temporary:** Soldiers with temporary profiles that prevent full participation in PLDC course will be removed from school attendance consideration by their immediate commanders until the temporary profile is removed.

Does the soldier have a temporary profile? YES/NO _____

Copy of profile attached to this application? YES/NO _____

b. **Permanent Designator of 2** : Soldiers with a permanent designator of 2 in the physical profile, must include a completed copy of DA Form 3349 (PHYSICAL PROFILE), as a part of this application. They will be allowed to attend the course and train within the profile limitations **PROVIDED THEY CAN MEET THE MINIMUM COURSE GRADUATION REQUIREMENTS**. An alternate APFT aerobic event may be taken. Does the soldier have a profile with a permanent designator of 2 in the PHYSICAL category, and if so, has a copy been attached to this application?

YES/NO _____

c. **Permanent Designator of 3 or 4**: Soldiers with a permanent Designator of 3 or 4 in the physical profile, must include a completed copy of DA Form 3349 (PHYSICAL PROFILE). The complete results of the medical review board and verification that he/she is fully qualified to perform duties in their primary MOS IAW AR 611-201 as a part of this application. They will be allowed to attend the course and train within the profile limitations **PROVIDED THEY CAN MEET THE MINIMUM COURSE GRADUATION REQUIREMENTS**. An alternate APFT aerobic event may be taken.

Does the soldier have a profile with a permanent designator of 3 or 4 in the PHYSICAL category, and if so, are copies of the required documentation attached to this application?

YES/NO _____

6. **Reading/Language Testing**: Testing is recommended. The goal is to ensure that soldiers know their relative reading and language comprehension abilities early enough to take corrective action prior to attending NCOES. At this time, a grade level of 10 is recommended, not required in all tested areas for PLDC.

a. The soldier understands that failure to achieve minimum course standards on examinations may result in early release and an Academic Evaluation Report (DA Form 1059) forwarded to the Command.

YES/NO _____

b. The soldier has taken the TABE test and/or has completed FAST.

YES/NO _____

7. **Meal Cards**: PLDC is a resident live-in course. NCOA provides quarters, meals and travel to and from the Dining Facility. Soldier attending PLDC who is on separate rations has had their BAS stopped while enrolled.

YES/NO _____

b. PLDC Candidate residing on installations other than Fort Drum must provide a copy of DA Form 4187 reflecting stopped BAS on morning of inprocessing.

YES/NO _____

8. **Military Clothing/CTA 50**: Bring initial issue clothing and CTA-50 equipment as described in Fort Drum Form 529 to the course. Soldiers residing on installations other than Fort Drum will receive an additional issue by the academy supply following inprocessing.

a. The soldier's initial issue of clothing has been inventoried, it is complete and in a clean, serviceable condition (IAW AR 670-1 and Fort Drum Form 529).

YES/NO _____

b. The soldier has 2 Identification tags and understands to have them available on inprocessing.

YES/NO _____

c. The soldier was inspected wearing their class A uniform and he/she is in compliance with AR 670-1 and TM 10-227 Fitting of Army Uniforms and Foot Wear.

(BN CSM Initials) YES/NO _____

9. Privately Owned Vehicles: Fort Drum soldiers attending PLDC are not authorized to bring POVs to the course. Soldiers attending units other than Fort Drum may bring their POVs if authorized by the unit.

a. The soldier is TDY from an installation other than Fort Drum and is authorized by the unit to travel by privately owned vehicle.

YES/NO _____

b. The following documents are verified and the soldier is aware these documents must be in the vehicle at all times.

1. TDY Orders reflecting POV travel is authorized.
2. A valid, state drivers license.
3. Proof of vehicle liability insurance.
4. Proof of ownership (registration, title, notarized letter of authority)

YES/NO _____

10. Soldiers previously released (academic, motivational, or disciplinary) from PLDC must have a copy of the reenrollment letter signed by the Commandant (see enclosure).

11. The soldier has been briefed that soldiers with valid ATRRS reservation and fail to show through their own fault will be removed from the OML and Monthly, sergeant-by-name, selection list for six months.

YES/NO _____

12. Approving Authority: The Battalion CSM is the approving authority for soldiers requesting to attend PLDC on Fort Drum. The unit plays a key role in the success of soldiers attending professional development schools. The special court-martial convening authority is approved authority on any request for a soldier, with a valid ATRRS reservation, to be released from a PLDC slot.

a. **PREREQUISITES.** First priority is soldiers that have met the DA published cut-off score and are pending completion of the course to be promoted and soldiers promoted with approved DA NCOES waivers. Second priority is SPC (P)/CPL (P), and third priority is SPC (non-promotables) in a leadership position or with demonstrated leadership potential.

b. The soldier meets all prerequisites as defined in this application and is prepared to attend the course.

Circle one **Priority 1** **Priority 2** **Priority 3**

Soldier's Signature/Rank/Date

Battalion CSM Signature/Rank/Date



DEPARTMENT OF THE ARMY
10th Mountain Division (Light Infantry)
(Your Unit)
Fort Drum, New York 13602

(OFFICE SYMBOL)

(DATE)

MEMORANDUM FROM Commander, (UNIT)

MEMORANDUM THRU BATTALION COMMANDER

MEMORANDUM FOR Commandant, NCO Academy

SUBJECT: Re -enrollment of (RANK, NAME, and SSN) PLDC Course (NUMBER)

1. (RANK, NAME, SSN) was eliminated from the PLDC Course Class (NUMBER), (LOCATION) for (WHAT REASON).
2. This paragraph should outline the type of training that was conducted to overcome the reason for elimination. This should paint a clear picture of the action taken to correct the shortcomings. If the soldier was eliminated for disciplinary reasons, then outline the steps taken, as a result of the disciplinary release.
3. Point of contact, (RANK, NAME, PHONE NUMBER)

(COMMANDER'S SIGNATURE BLOCK)

(OFFICE SYMBOL)

SUBJECT: Re -enrollment of (RANK, NAME, and SSN) PLDC Course (NUMBER)

Commandant, NCO Academy (DATE)

For (Commander of originating unit)

Approved/Disapproved based on Commandant's review of soldier release packet.

(A copy of this correspondence must accompany student during inprocessing)

Point of contact is the undersigned, 2-5848.

JOSE R. WESTERN
CSM, USA
Commandant